

**LAWN PRIMARY AND NURSERY SCHOOL**

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**FGBM meeting**

<b>DATE:</b> 17 <sup>th</sup> October 2023		<b>TIME:</b> 5pm <b>Staff room</b>
<b><u>PRESENT:-</u></b>		<b><u>APOLOGIES:-</u></b>
Aaron Smith (AS) – Chair Sally Robins (SR) Polly Gillet (PG) Carmel McClusky-Hornbuckle (CMH) Russell Hall (RH) Simon Beverley (SB) Leanne Lewis (LL) David Hitchcock (DHI) Emma Jelley (EJ)  Rachel Piper (RP) Clerk		Emma Rollings (ER)  David Heaton (DH) <b>(Apologies not received prior to the meeting)</b>
<b>Invited Attendees: Luisa Stokes</b>		
<b>No:</b>	Minutes	
1	<u>Welcomes, apologies, absences, quorum:</u> AS welcomed everyone to the meeting and ER apologies were accepted. No apology from DH was received prior to the meeting, the period referenced by Standing Order 15.4 has commenced.  A minimum attendance of 50% of governors in post is needed for the governing board to make any decisions. It was recorded the meeting was Quorate at the time that any decisions were made.  <u>Declaration of Interests in agenda items or any pecuniary interests:</u> No interests declared.  <u>Notification of AOB:</u> AS notified the Governing Board prior to the meeting concerning Governor Recruitment.  <u>Approval of Minutes from last FGB Committee meeting dated 19<sup>th</sup> September 2023.</u> Minutes approved.  <u>Matters arising.</u> None	
	<u>Safeguarding and Pupil Welfare, Health &amp; Safety, Equality &amp; SEND</u>  All papers and documents have been loaded into GHub for Governors review 7 days prior to the meeting.  <b>To receive regular updates on any Safeguarding and Pupil Welfare, Health &amp; Safety, Equality &amp; SEND issues</b>	

<p>SR Spoke through in detail the recent suspensions some of which which are detailed in the HT report and some of which have happened since this was written.</p> <p>A Governor asked if the pupils involved are SEND or EHCP. SR confirmed that they are SEND.</p> <p>LS and CB will be pulling together a report detailing the costs in terms of managing SEND high need pupils where funding doesn't yet exist or does not cover the required level of support and will detail in the SEND report.</p> <p>The school feel they are at a point where they have to review anymore additional requests for SEND children to have places should they come in, although SBC could override any decision made.</p> <p>A Governor asked the types of physical behavior which SR confirmed. It was also asked what dictates the length of suspension.</p> <p>SR confirmed that it is a combination of things around the individual child's needs, risks, any safeguarding concerns and sometimes respite and an opportunity to plan/ review support is required.</p> <p>The school are very aware prolonged periods of absence can make it harder to reintegrate back into the school.</p> <p>A Governor asked SR if there is a trend around the behavior pattern?</p> <p>SR confirmed it is not just Lawn that is experiencing these incidents. With such a stretch on access to any specialist provision in the Borough, sometimes it is felt that children with more complex needs would be better suited in other settings that would offer additional support but are still placed in mainstream. This in addition the support services not replaced has an impact on the schools. Governors discussed the crisis in young people's mental health and needs post covid and how all schools are struggling to offer the required support.</p> <p>A Governor asked for clarification around the number of days a child has to be excluded until it becomes before a panel.</p> <p>It was confirmed that it is 15 days however every suspension is reported to the LA and DFE.</p> <p>A Governor asked what is the engagement of the parents around the suspensions?</p> <p>SR confirmed that the school work very sensitively with the parents and ensure they understand that suspension is the last resort when the school undertake it. The school will then work together on actions alongside the parents to ensure it doesn't happen again. In these specific cases, parents have understood the school's decision and are trying to work with us to move forward.</p> <p><b>To receive H&amp;S / Premises Update.</b></p> <p>LS updated the following;</p> <p><u>Kitchen</u></p> <p>Our annual service of the kitchen flagged an issue with the Gas interlock, which resulted in the gas supply to the kitchen being switched off for 3 days.</p> <p>We were still able to offer a meal to all children who had booked but this was a cold meal or jacket potato rather than the usual menu.</p> <p>The service has also flagged a number of other repairs to the kitchen equipment that are needed which are circa £5k (£2.5k for the dishwasher.)</p> <p>More information will follow in the next meeting for the Governors to review alongside more detail around the lighting and boiler services that will require repairs.</p> <p><u>Roof Repairs</u></p> <p>Roof repairs will continue through the half term and will be ongoing across the school year during each holiday period. .</p> <p><b>Policy approval</b></p> <p><u>RSE 2023</u></p> <p>No questions raised and the board unanimously approved the policy</p>	<p>RP</p>
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	<p><b><u>Looked after children policy</u></b></p> <p><b>Questions from the board;</b></p> <p>The designated governor needs to be updated. Noted.</p> <p>Does Children Looked After include those that have been adopted? These are Former LAC children. They do continue to attract funding and are tracked but are referred to as Former LAC</p> <p>In the responsibilities of the designated teacher section, can we remove the reference to qualified by 2014 or is that standard wording that needs to be included? This is wording that is needed to be included to show we are meeting the legal requirements for the Designated Teacher.</p> <p>I'm not sure we've had a specific annual report from the designated governor in the past, but I might be wrong. It would be good to include on the forward agenda (if it's not there already) so we don't forget. Is this about nominating a designated governor? If so, it would be good to include although the policy is not renewed annually. An annual report is presented to Governors from the Designated Teacher for Lac pupils rather than from the nominated Governor. This report will be received at the April FGBM.</p> <p>Should the policy include anything on how we will spend the additional funding received for Children Looked After? We do not receive the funding direct4 for CLA pupils. It goes to the Virtual School of their home authority. We have to request funding for specifics for the pupils and it depends on the authority as to the process for this. For Post-LAC, it comes in as Pupil Premium funding so is planned for and reported on in the PP spending plan and report.</p> <p>The policy was then unanimously approved by the board.</p>	
	<p><b><u>Strategy &amp; Overview</u></b></p> <p><b>To receive School Development Plan (SDP)</b></p> <p>SR confirmed the current version will be loaded onto the Ghub for the Governors review. This will be loaded onto the 17.10 FGBM folder. Governors viewed this at the last meeting but it has been updated to make explicit the links with the new Governor vision areas.</p> <p><b>To receive Term 1 Head Teacher Report.</b></p> <p>The HT report was loaded onto Ghub for the Governors review 7 days prior to the meeting.</p> <p><b>Questions raised;</b></p> <p>The report says that the training day on 18th October will focus on performance management processes for those staff who are able to be in school that day. Which types of staff won't be able to attend? At this point in the year, the PMR cycle is for teaching staff (support staff cycle is differently timed). Some are part time and don't work on Wednesdays. They will have dedicated time for their PMR either side of half term.</p> <p>Regarding the Maintained Heads meeting - whilst it wasn't on the agenda, is there any sentiment from other heads regarding the option of becoming a MAT school? Is there a possibility to "join forces" with another school? There are a group of maintained schools who are working together to some extent and are considering joining a MAT as a group. However, since the removal of any fixed end point (deadline for schools to join MATs), they are now stating their intention to remain maintained.</p>	RP

	<p>Regarding the Maintained Heads meeting - were there any conclusions coming from the meeting regarding SBC's "Inadequate" rating?</p> <p>There is a 'transformation' plan which SBC have said was seen positively by Ofsted but that they are too early into this to see change/ impact. There is and has been a big drive around recruitment to various roles in SBC to try to achieve some stability to move forwards and to drive the transformation. There is acceptance that lots needs to change.</p> <p>What is the plan regarding the teacher going on Mat Leave?</p> <p>They will be on MAT leave for most of this academic year and hope to return in July. The leave began in Sept 23 and is covered by 2 staff for the year</p> <p>The 64 days sickness - please can more clarity be provided here with regards to the nature of sickness? Is it mostly physiological or psychological?</p> <p>A combination of both. Quite a lot of COVID again (sometimes wiping people out for a week or more), some pre-existing conditions, some sickness bugs and some mental ill health.</p> <p>RE Supply teacher budget - rather than going into further deficit, is there a possibility to divert budget from elsewhere?</p> <p>Not easily - we don't have underspend in any areas to draw upon.</p> <p>School contextual data - please can you add a "key" to support understanding of acronyms?</p> <p>Yes, this will be included for the next months report.</p> <p>It would be useful to see teacher absence in %age terms. How does this compare to student absence in terms of %age.</p> <p>It is difficult to report as a % but it can be reported around the number of days. We will take a look and see if there is a way that is easy to work.</p> <p>Can more context be given around the Y3 absence?</p> <p>SR can provide a more detailed email update. EJ did confirm that there is a lot of children on holiday which is reported as unauthorised absence. There were also issues with some children going back to their home country in the summer and having passport renewal issues. Also at this stage of the academic year it always reads as a higher impact. A plan is in place for children that have under 90% attendance.</p> <p><b>Approval of new School Vision and Strategy</b></p> <p>This has been carried over to the next FGBM in November as we have had to push back the date for a Governor and Staff meeting till 23<sup>rd</sup> Nov. .</p>	
5	<p><b><u>Budget &amp; Finance To review and monitor income and expenditure reports.</u></b></p> <p>Reports loaded for Governors to review 7 days prior to the meeting.</p> <p><b>Budget:</b></p> <p>Data period for this report is the end of September, except for payroll which is the end of August.</p> <p>Juniper have migrated our FS4S payroll customers to our Catalyst Payroll Bureau Service provided by Juniper. This portal-based service will enable us to add new starters and submit overtime claims, all via the portal. Benefits are that we have instant access to all the payroll data that we need. Downside is that all of the data entry has moved to the school. In the short term, there are some issues with the monthly reports, in particular the payroll journal that need to be entered into the Financial Management system. Juniper are supporting school with this process.</p> <p><b>Financials:</b></p> <p>July report, we were forecasting a £31k deficit. For September, there has been some movement, and we now forecasting a £21k deficit, £10k movement.</p> <p>Key drivers:</p> <p>Increase in PP funding £7k</p> <p>Increase in UIFSM funding, £14k. In the summer the DFE confirmed funding for UIFSM would rise from £2.41 per meal to £2.53 for AY 23/24.</p> <p>Increase in support staff costs, included recovery of School led tutoring grant for AY 22-23, £10k.</p>	

	<p>Increase in learning resources, driven mainly from the White Rose Maths workbooks. Working on offsetting the overspend with a fundraising event and a decrease in photocopying and copier paper.</p> <p>Teacher pay award has been agreed, and should be paid in November payroll (backdated to September).</p> <p>We also have the Teacher PMR , that will have an impact on Teaching costs, application for shared parental leave.</p> <p><b>Support Staff Pay Award</b></p> <p>In terms of the current position on Support Staf Pay, while Unite union has rejected the employers offer, Unison has recommended acceptance of the Employers' pay offer and a decision hinges on the outcome of the GMB when their ballot closes on 24th October.</p> <p><b>Online Free School Meals Checking Service (OFSM)</b></p> <p>The Online Free School Meals Checking Service (OFSM) that we used this month, has currently identified 9 children that have qualified for PP funding. This is a positive as we would not have been able to identify these individuals without the system.</p> <p><b>Questions raised;</b></p> <p>Why are PP and UFSM income higher than expected? Is it because more children have qualified than we thought?</p> <p>UIFSM - in the budget we forecasted this to be flat. For all census days we have actively marketed this to parents to increase bookings, the funding for UIFSM has increased from £2.41 per meal to £2.53 for AY 23/24.</p> <p>Pupil Premium - the budget was based on the SBC budget file. Pupil premium payments are estimated based on 2022/23 final allocations, they are updated as actual allocations are released by the ESFA in the Summer 2023.</p> <p>The Online Free School Meals Checking Service (OFSM) that we used this month, has currently identified 9 children that have qualified for PP funding.</p> <hr/> <p>Is the support staff pay increase now expected to be higher than we budgeted for?</p> <p>No, the support staff pay award is still pending the offer of £1,925 on all pay points up to Point 43 and 3.88% beyond that. The increase in support staff is driven from one of the action in our deficit recovery plan not yet implemented, and from the increase in supply costs to cover staff absence.</p> <p>Please can Risks &amp; Opportunities be added? A list was compiled when the budget setting process took place - it would be good to have regular visibility of these to see whether the risks are being mitigated effective and / or whether we can take advantage of the opportunities that were indicated</p> <p>Yes this will be added onto next months report.</p> <p>£8k deficit from difference between income generated from trips, events, etc and the costs recovered. I do love the fact that the school does so much, but is there a way of breaking even and keep it affordable for all?</p> <p>Swimming is the activity that causes a loss, currently tracking at a loss of £1k. However this is in the curriculum so cannot be taken away.</p> <p>The board then discussed assigning the reserve meeting in the new year to be actioned as a budget meeting. RP to note on the agenda planner.</p>	<p>RP</p>
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6	<p><b><u>Curriculum, Progress &amp; Attainment To receive a Curriculum &amp; SMSC Report Subject Lead Reports</u></b></p> <p>Reports loaded for Governors to review 7 days prior to the meeting. Curriculum information was included in the Ht report.</p> <p><b><u>No questions raised from the board.</u></b></p> <p>EJ confirmed that the data drop will be ready for the January meeting.</p> <p><b><u>Subject Leader reports</u></b></p> <p><b>Questions raised;</b></p> <p><b>Can there be a consolidated view with key highlights and takeaway.</b> SR confirmed this is being worked on and detailed in the HT report. CMH and SR producing a Rag rated document with each subject area progress considered against Intent, Implementation and Impact.</p> <p>A Governor noted that there hasn't been mention of the Forest school any of the reports and keen to understand the utilisation of the school. SR confirmed it should be detailed more on the PE subject leader report. There is a staffing issue around taking the children to the school and can vary depending on year group and whom is going out there. It was suggested perhaps parents could volunteer to assist, this used to happen in SR previous school.</p>	
7	<p><b>Staffing &amp; Wellbeing To receive regular updates on any staffing matters.</b></p> <p>Reports loaded for Governors to review 7 days prior to the meeting.</p> <p>Information on this was detailed in the HT report and questions related to absence rates (see above)</p> <p><b><u>No questions raised from the board.</u></b></p>	
8	<p>AOB</p> <p><b>Governor recruitment – update;</b> AS updated the board on the video call with DHI and DH with potential new co opt JB. The board approved the co-option of JB, subject to statutory checks, as they were able to demonstrate a relevant mix of skills and experience that will add to the Governing Board given their previous experience as a Governor. RP to start the recruitment process.</p>	RP

9	<b>Focus for the next meeting;</b> <ul style="list-style-type: none"> <li>• To receive a behaviour report including a review of incidents that have involved use of physical intervention.</li> <li>• To receive Annual Accident Report.</li> <li>• MAT Update Budget &amp; Finance</li> <li>• To review and monitor income and expenditure reports.</li> <li>• Review of the SFVS document.</li> <li>• To review Pupil Premium Report and plan.</li> <li>• To review the new Risk Register being compiled by LS and SR</li> </ul>	
<b>Meeting Completed at 18.50hrs</b> <b>Next Meeting Date 14<sup>TH</sup> November</b>		

### ACTIONS ARISING – FGBM 17<sup>th</sup> October 2023

RP to follow up email with another potential co op Governor – would they like to pursue the role?	RP	Completed
Approval of new School Vision and Strategy - This has been carried over to the next FGBM in November.	RP	Completed
RP to update Lisa Fry on approval of the policies	RP	Completed
Risk and opportunities to be added onto the budget report	LS	
The board then discussed assigning the reserve meeting in the new year to be actioned as a budget meeting. RP to note on the agenda planner.	RP	Completed
RP to start the recruitment process for the new co opted Gov.	RP	Completed



<b>ACTIONS ARISING – FGBM 19<sup>th</sup> September 2023</b>		
Deceleration form competition underway – RP to confirm at the next meeting all forms completed.	RP	Completed
KCSE Reading - RP to check in a week for any update. Will send out reminders again for those that haven't completed it.	RP	Ongoing – Governors need to update this ASAP
share the strategy to be with the staff AS and RH to do this. SR will link up with AS/RH to confirm final date – working on Thursday 09 <sup>th</sup> November @ 3.30pm. LL advised she can be available if needed as well.	AS/RH/SR	This has been carried forward to the 23 <sup>rd</sup> November
Governors to view exit interviews each September for the previous year. RP to add to agenda for next year.	RP	Completed
The Strategy to be put on the website and also in the next Governors newsletter.	AS/RP	
AS to arrange Zoom calls with the potential new Governors alongside DHE and ER for an informal discussion.	AS/ER/DHE	Completed
AS also ran through an additional Co Op potential appointment to join the board – the board approved. AS to contact and update him.	AS	Completed